

**Joint Force Headquarters-Guam  
Guam National Guard  
430 Army Drive, Building 300, Room 113  
Barrigada, Guam 96913-4421**

**SECURITY GUARD (ARMED)  
DMA POSITION ANNOUNCEMENT NUMBER 13-01**

**ISSUE DATE: 01 December 2012**

**CLOSING DATE: 28 December 2012**

**APPLICATIONS DUE IN HRO OFFICE BY:**

**COB: 28 December 2012**

**Pay Grade: TBD**

**Position Title: Security Guard (Armed)**

**Location: Guam Army National Guard Installations**

**Purpose: Establish an Order of Merit List**

**Additional Instructions:**

- a. Eligible Soldiers in good standing with the Guam National Guard who are currently not deployed or who will not be mobilized.
- b. Completed Application packets must be submitted to J1, AGR Branch, JFHQ-Guam, Guam National Guard, 430 Army Drive, Building 300, Room 113, Barrigada, Guam 96913-4421 no later than 1630, 28 December 2012. Incomplete packets and/or packets received after 1630, 26 December 2012 will be returned without action.
- c. Point of Contact for this announcement is SFC Rosario, Maurissa and/or SSG Pinault, Tricia at (671) 735-4687/0453, respectively.

**BRIEF DESCRIPTION OF DUTIES:** This is routine security work in the enforcement of rules and regulations for the protection of government property.

**ILLUSTRATIVE EXAMPLES OF WORK:** Stands guard on a security post to enforce security rules and regulations; patrols grounds on foot or with vehicle checking buildings and premises to guard against fire, theft or vandals; enforces rules and regulations for the prevention and the protection against fire, theft, vandalism, disturbances, or other unusual circumstances; notifies proper authorities in the event of criminal or unusual activity. Prepares and maintains log books, records and files or work activities; submits incident reports during tour of duty as applicable. May direct traffic in a designated area during peak hours. May perform routine investigations. Performs related duties as required.

**KNOWLEDGE, ABILITIES & SKILLS:**

Ability to learn the agency's procedures and regulations pertaining to the protection of government property. Ability to apply and enforce security rules and regulations with tact, firmness and impartiality. Ability to handle and maintain small arms weapon. Ability to think and act quickly and calmly in emergencies. Ability to work effectively with the public and employees. Ability to maintain records and prepare routine security reports. Skill in the safe operation of a motor vehicle may be required.

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**EMPLOYMENT MEDICAL EXAMINATIONS:**

All applicants accepting employment must be declared by a physician as capable to performing the duties of the position being hired for.

**QUALIFICATIONS:**

- a) One (1) year experience as a guard involving the protection of government property; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills
- c) Possession of a valid driver's license may be required
- d) Possession of a valid firearms permit may be required
- e) Shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113. Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an education al institution that is accredited or recognized by either its government or a government accrediting agency.
- f) Applicants must be able to pass mandatory drug testing before being employed.
- g) Applicants must not have any flagging actions

**PROHIBITION PURSEANT TO P.L. 28-29**

No person convicted of a sex offense under the provisions of chapter 25 of Title 9, GCA, or an offense as defined in Article 2 of Chapter 26, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentally of the government of Guam.

**POLICE & COURT CLEARANCE REQUIREMENTS:**

- a) If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance. You will be required to pass all scheduled drug testing. You will have 5 business days to submit police clearance that is no older than one (1) month from the date of notification of hire.

**APPLICATION PROCEDURES:**

**Potential Applicants are encouraged to advise the J1, AGR Branch, via telephone no. 671-735-4684/0453 or email at [maurissa.taitano@us.army.mil](mailto:maurissa.taitano@us.army.mil) or [tricia.a.pinaula@us.army.mil](mailto:tricia.a.pinaula@us.army.mil)**

**immediately upon their decision to apply.** Individuals may apply by submitting the following documents to the J1, AGR Branch, Bldg 300, Room 113, JFHQ-Guam:

- a) Current Medical Health Assessment
- b) DA Form 705 (Annual Physical Fitness Test Scorecard) (Latest APFT must be within 12 months of closing date)
- c) Certification of height and weight from Unit Commander (must be within 30 days of closing date)
- d) Drill attendance certification (must be within 30 days of closing date)

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- e) Certified copy of DA Form 2-1 (enlisted) or ORB (officers) (within 30 days of closing)
- f) Certified copy of college/university transcripts
- g) Original copy of a Police Department Police clearance issued on or after the date of this announcement

**SALARY:** Military pay and allowance.

**NOTES TO APPLICANTS:**

1. Each applicant is personally responsible for submitting his/her application package to the HRO on or before the closing date stated on this MPA. Errors, omissions of information, applications completed in pencil or unsigned, and those that are late due to the mail system will be returned without action. Applications postmarked (U.S. Postal Service) on or before the closing date of this MPA will be accepted. Electronic submission will also be accepted via email to [maurissa.taitano@us.army.mil](mailto:maurissa.taitano@us.army.mil) or [tricia.a.pinaula@us.army.mil](mailto:tricia.a.pinaula@us.army.mil). Federal law prohibits the use of government envelopes, postage, or facsimile to submit an application. Applications received in such manner will not be accepted and will be returned.
2. Applicants unable to submit complete applications by the closing date must provide a letter outlining their intent to apply prior to the closing date. Requests for extension of the application closing date will only be considered if a letter of intent has been provided and the request is based on a delay caused by mission requirements only. These requests will be considered on a case by case basis.
3. Application documents listed above will be placed in a 2 pocket folder. Label will be placed on the front of folder with the following information (see sample below). Any other form of application submission **WILL NOT** be accepted, i.e. binders with document protectors.

1LT Doe, John Name of Unit ANNOUNCEMENT#: XX-XX
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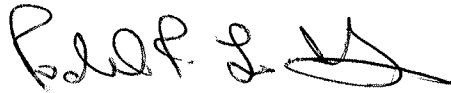
4. Each position applied for must be in separate folders.

**PROJECTED AGR START DATE:** TBD

**NOTE:** Point of contact for additional information is SFC Rosario or SSG Pinaula at (671) 735-4687 / 735-0453 or via email at [maurissa.taitano@us.army.mil](mailto:maurissa.taitano@us.army.mil) or [tricia.a.pinaula@us.army.mil](mailto:tricia.a.pinaula@us.army.mil). Individuals who do not meet the minimum qualifications will not be considered. Ensure that the following information is reflected on the letter of intent: Job Announcement number, current telephone number where you can be reached for an interview. Carefully read and comply with instructions contained on this job announcement so that all required information is included. Incomplete applications will not be considered.

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**EQUAL EMPLOYMENT OPPORTUNITY:** The Guam National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, sex, religion, national origin, politics, or marital status.



RODERICK R. LEON GUERRERO  
COL, GS, GUARNG  
J1 Manpower and Human Resources